



DEPARTMENT OF WATER RESOURCES
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

PERSONNEL SUPERVISOR I
DEPARTMENTAL PROMOTIONAL
CONTINUOUS

FINAL FILING DATE	<p>CONTINUOUS FILING</p> <p>Application form (STD 678) may be mailed or filed in person and will be accepted on a continuous basis and held until an examination is scheduled. Test dates are established by the Department of Water Resources. Testing is considered continuous as dates can be set at any time, and the eligible list is merged. Once examination date(s) have been established, subsequent applications received will be held until the next administration of the examination. <u>Faxed or photocopied applications must be followed by an application with an original signature in order to be accepted into the exam.</u></p>
HOW TO APPLY	<p>Submit applications to:</p> <p>Department of Water Resources P.O. Box 942836 1416 9th Street, Room 320 Sacramento, CA 94236-0001</p> <p>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</p>
IDENTIFICATION REQUIRED	<p>Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the “Application for Examination”. You will be contacted to make specific arrangements.</p>
SALARY RANGE	<p>\$3658 - \$4446</p>
ELIGIBLE LIST INFORMATION	<p>A departmental promotional eligible list will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
POSITION DESCRIPTION	<p>Under general supervision, incumbents supervise and direct a staff of Personnel Specialists performing personnel/payroll transactions functions.</p> <p>Positions exist in Sacramento with the Department of Water Resources</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, Senior Personnel Specialist, or Personnel Services Supervisor I.</p>
ADDITIONAL DESIRABLE QUALIFICATION	<p>Familiarity with automated system.</p>
EXAMINATION INFORMATION	<p>This examination will consist of Qualifications Appraisal Interview– Weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list a minimum rating of 70% must be attained in the interview. COMPETITORS WHO DO NOT AAPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SCOPE OF
EXAMINATION

Qualifications Appraisal Interview – Weighted 100.00%

In addition to evaluating the competitors’ relative abilities as demonstrated by the quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:

- A. **Knowledge of:**
 - 1. Current office methods, procedures, and equipment to efficiently process personnel transactions.
 - 2. Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.
 - 3. A supervisor’s responsibility for promoting equal opportunity in hiring and employee development and promotion for maintaining a work environment that is free of discrimination and harassment.
 - 4. Basic math principles in order to accurately process payroll and benefit transactions.
- B. **Skills of:**
 - 1. Using SCO and SAP systems and various computer applications.
- C. **Ability to:**
 - 1. Independently and accurately research, interpret and apply laws, rules, regulations, reference materials and bargaining contract provisions concerning personnel transactions.
 - 2. Give and follow directions.
 - 3. Design and prepare tables, spreadsheets, and charts.
 - 4. Advise employees of their rights.
 - 5. Consult with supervisor on alternative actions which they may take on various transaction situations.
 - 6. Effectively communicate verbally and in writing with internal and external customers.
 - 7. Operate a computer keyboard/terminal and a ten-key calculator.
 - 8. Establish and maintain cooperative working relations with those contacted during the course of the work.
 - 9. Organize, prioritize work, and multi-task in order to meet critical deadlines.
 - 10. Create, draft and review correspondence to employees, management, and control agencies using basic English grammar.
 - 11. Maintain personnel records according to departmental and Department of Personnel guidelines.
 - 12. Represent the unit and department on intra/interdepartmental teams.
 - 13. Coordinate a variety of personnel/payroll activities.
 - 14. Think logically to develop and recommend alternative solutions.
 - 15. Plan, organize, direct, and evaluate the work of subordinate staff.
 - 16. Analyze and evaluate work processes to develop and implement effective courses of action.
 - 17. Effectively present ideas and recommendations to all levels of staff.
 - 18. Develop subordinate staff and assess training and developmental needs.
 - 19. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
 - 20. Lead and provide guidance in a team environment.

If conditions warrant, this examination may utilize an evaluation of each candidates experience and education compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care in filling out their application accurately and completely. List all experience relevant to the “Requirement for Admittance to the Examination”, shown on this announcement, even if that experience goes beyond the limit printed on the application. Supplementary information will be accepted, but read the “Acceptance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

VETERANS
PREFERENCE

Veterans Preference Credit is not granted in promotional examinations.

GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate's responsibility to contact the Recruitment and Selection Services Section of the Department of Water Resources, (916) 653-6330 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources' offices, local office of the Employment Development Department, the State Personnel Board, and the SPB web site: www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Interview Scope: When an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, ability and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Devices for Communications Impairment
TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. TDD: (916) 653-1804; California Relay Service: 1-800-735-2929 (TDD); 1-800-735-2922 (Voice)

For information regarding this examination, please contact Tony Reis at (916) 653-7109

DP (Rev. 12/07)

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